Program Reviews – Undergraduate Programs

I. POLICY:
Each academic program will complete a program review every five years. The program review will follow a prescribed format and will nominally include: a brief overview of the program, prescribed program data, a description of student learning outcomes and assessment results, and an analysis of strengths, weaknesses and recommendations.

The program review schedule will be established by the Vice President for Academic Affairs Office. Any deferrals of reviews must be approved by the VPAA. Program reviews will be submitted to the VPAA Office and then reviewed by the CRC in collaboration with the department, and VPAA. Program reviews are due to the CRC on January 15 (or next business day) each year. Final reports will be submitted to the VPAA by the CRC on or before April 1.

II. PURPOSE:
The purpose of this policy is to describe the procedures and schedule for program reviews.

III. DEFINITIONS:
A. Academic Department/Office: A distinctive academic unit responsible for aspects of program delivery for a designated discipline (or disciplines), as designated by the Vice President for Academic Affairs.

B. Vice President for Academic Affairs (VPAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

C. Curriculum Review Committee (CRC): The faculty committee that reviews and makes recommendations on all curricular changes at the undergraduate level.

D. Department Chair (DC): The ASU faculty member that acts as the administrative head of an academic program.

IV. PROCEDURES:
A. The VPAA office will notify programs that they will undergo a program review by October 1 each year.

B. Department chairs who believe they have a legitimate cause for deferral of the program review for one year should appeal to the VPAA for a one-year deferral.
C. The Office of Institutional Research will provide program with program data sheets by Nov. 15 each year. Programs are encouraged to maintain their own relevant records as well.

D. Program reviews will be submitted to the VPAA office and the CRC chair on or before January 15 each year.

E. The CRC will review the program review and then meet with a representative of the department within two weeks of receiving the program review. The committee will ask the representative to clarify any questions they may have regarding the program. They will submit recommendations to the department for their review by February 15. Within two weeks the CRC, department representative and VPAA will meet to discuss the CRC recommendations and feasible methods of addressing areas of concern. The CRC will submit a final report to the VPAA by April 1st.

V. RESPONSIBILITIES:

A. The VPAA is responsible for notifying department chairs of any program reviews to be conducted in their department during the academic year.

B. The department chair is responsible for ensuring that the program review is completed according to the specifications for program reviews, and that it is submitted to the VPAA and the CRC chair by January 15.

C. The CRC is responsible for assessing the program review, meeting with the departmental representative and the VPAA and for submitting a final report and recommendations to the VPAA.

D. The VPAA is responsible to discuss, with the CRC and department, feasible solutions to issues that are identified through the program review process.

VI. AUTHORITY:

VII. HISTORY:
Revised July 12, 2012
Reviewed November 13, 2013

VIII. ATTACHMENTS: